

Department of the Army
Devens Reserve Forces Training Area
Devens, MA 01434-4424
15 November 2005

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WINTER STORM PLAN

HISTORY. This is the first publication of this Devens Reserve Forces Training Area (RFTA) Plan.

SUMMARY. This plan describes the actions to be taken during a winter storm at the Devens RFTA.

APPLICABILITY. This circular is applicable to all personnel, activities, and tenants of the Devens RFTA.

IMPACT OF NEW MANNING SYTEM. This circular contains no information that affects the New Manning System.

SUGGESTED IMPROVEMENTS. The proponent of this plan is the Safety Management Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Devens RFTA, ATTN: IMNE-DEV-SO, 30 Quebec Street, Ayer, MA 01434.

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CHAPTER 1. INTRODUCTION

1-1. Purpose. This plan prescribes Devens RFTA policy, responsibility, authority, and guidance for providing for the safety of all members of the Devens RFTA community, while maintaining vital installation operations during winter storm or severe weather conditions.

1-2. Applicability. The policy for severe/winter weather applies to all military, civilian employees and contractors working on the Devens RFTA, irrespective of command or assignment.

1-3. Definition of Terms.

a. **Snow Emergency:** A snow emergency is defined as a situation where weather conditions and/or forecast indicates that a storm may persist that may jeopardize the safety of Devens RFTA employees, or inhibit their ability to safely perform their mission.

b. **Delayed Opening:** A delayed opening is defined as a situation where the Devens RFTA Commander determines that conditions exist (either on or off the Devens RFTA), which may jeopardize the safety of Devens RFTA employees in reaching their designated duty stations. Additional time may be required to clear parking lots or to make for safe road conditions, prior to the arrival of personnel.

c. **Early Release:** An early release is defined as a situation where the Devens RFTA Commander determines that weather conditions and/or forecast indicates that a storm may jeopardize the safety of Devens RFTA employees from reaching home. Offices will remain functional commensurate with mission requirements.

1-4. Policy.

a. Seasonal snow storms may hamper installation operations. Severe storms may have extraordinary impact and require extraordinary measures in response.

b. A delayed opening may be announced to allow additional time to clear snow from parking lots and range areas and to provide safe road conditions.

c. An early release may be granted if a snowstorm persists during duty hours. The purpose of the early release is to allow commuters to reach home safely. In the event an early release is announced, offices will remain functional commensurate with mission requirements, until the end of the duty day.

d. No overnight on street parking is authorized within the Devens RFTA from 1 December through 15 April.

e. No parking on Lafayette Street during declared snow emergencies.

f. All GSA fleet vehicles will be parked overnight in the parking area to the rear of Building 666 and adjacent to Building 665. All Assigned GSA vehicles will be parked in the Pine Street center parking lot between Quebec and Queenstown Street. Grouping of these vehicles is recommended.

g. No parking directly in front of buildings 642, 643, 644. Vehicles that normally park in those areas will park in large parking area between Quebec Street and Queenstown Street at Pine Street.

1-5. Responsibilities.

a. The Devens RFTA Commander will:

(1) Make all decisions regarding delayed opening/early release for Devens RFTA.

(2) During normal duty hours, instruct the Deputy to the Commander to notify units and staff of the decision to implement early release.

b. The Devens RFTA DOD Police will:

(1) Contact the Massachusetts State Police for information on road conditions, both on and off the Devens RFTA.

(2) Assist the snowplow crew with notification to owners/users of GSA/POV vehicles that restrict plow operations.

c. The Devens RFTA Deputy to the Commander will:

(1) Ensure the delayed openings/early release message established on the Devens RFTA "Inclement Weather Line" is changed as required and kept up to date. A message announcing a delayed opening, will be available for callers by 0500 hrs.

(2) Implement snow plowing/removal procedures as warranted.

(3) During normal duty hours, in conjunction with the Safety Office, DOD Police and Maintenance Supervisor, determine recommendations to be made to the Devens RFTA Commander regarding early release.

d. Managers and supervisors of the Devens RFTA will:

(1) Identify by position and name those individuals whose services are needed to maintain essential RFTA operations, health and safety.

(2) Notify these individuals in writing that their positions are essential to RFTA operations, health and/or safety and that consequently they will work their full regular tours of duty during inclement weather, unless specifically excused.

(3) Post copies of this circular on bulletin boards in advance of each winter season.

1-6. Priority of Effort - Snow Plowing/Removal Operations.

a. The priority for snow plowing/removal efforts will occur simultaneously as follows to ensure Devens tenants and units conducting training operations can continue unimpeded by the storm.

(1) Queenstown Street, Quebec Street, Saratoga Street, Lafayette Street, MacArthur Avenue and Lexington Street.

(2) Main parking lots on Main Post and sidewalks on Main Post.

(3) 3400 area, former Moore Army Airfield (3800 area), South Post/Ammunition Supply Point complex to include entry to ranges and training areas.

(4) Maintenance & Repair and Supply/TSC operations on Feinburg Street.

(5) Building 693, Charlestown Street, Building 697, Pine Street parking lots.

(6) Main Post motor pools, and general storage areas and/or any area deemed necessary by the Commander.

CHAPTER 2. RELEASE OF EMPLOYEES/DELAYED OPENING

2-1. Policy.

a. The Devens RFTA will normally remain operational during inclement weather. However, should weather conditions be forecast or develop which are severe enough to jeopardize safety and/or require commuting under unduly hazardous driving conditions, the Devens RFTA Commander may authorize non-essential personnel to report to work later than normal duty hours and depart work earlier than normal duty hours.

b. During normal duty hours, the Devens RFTA Commander will instruct the Deputy to the Commander to notify directors, staff, or agencies of early releases or cancellation of planned activities.

c. During non-duty hours, the primary means of announcing delayed openings will be through the "Inclement Weather line, see paragraph 2-2 below.

d. Subject to prior notification to the Devens RFTA Commander, tenant commanders/directors who have non-standard tours of duty or second/third shifts may delay reporting or authorize early release when the need arises during Devens non-duty hours. Implementing instructions and notification are the tenant commanders/directors responsibilities

e. When the Devens RFTA Commander authorizes a late opening, or an early release, non-essential employees will receive administrative leave for the absence. Supervisors, however, need to observe the following:

(1) Only the Devens RFTA Commander may fix the times for late reporting and early release.

(2) Administrative leave may be granted only to non-essential employees who report to work (delayed opening) or are on duty or scheduled to report to work after an initial period of leave (early release).


(3) Employees who leave work with permission prior to the official announcement of an early release must be charged annual leave or Leave Without Pay (LWOP) for the entire absence.

(4) Employees who leave work with permission after the announcement of an early release, but before the established release time, must be charged annual leave and/or LWOP from the time of their departure until the official release time.

2-2. Delayed Opening Announcements. Delayed openings/early release information can be obtained by calling the Devens RFTA "Inclement Weather Line", (978) 796-3711, toll free 888-871-5638, extension 3711, for individuals who live outside the 978 area code. The "Inclement Weather Line" will have a recording advising of weather related delayed opening/early release, if applicable. The recording will be updated as of 0500 hours when required.

2-3. Emergency Parking Areas. To facilitate snow removal from streets and parking areas, employees may be required to relocate their privately owned vehicles to an alternate parking area. The parking lot designated for this purpose is the located on the corner of Pine Street between Quebec Street, and Queenstown.

OFFICIAL:


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Commanding

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All Devens RFTA
C
Devens Web Site

